

**Middletown Public Library Board of Trustees**

**Minutes of Meeting – November 20, 2012**

**Middletown Public Library**

**700 West Main Road**

**Middletown, Rhode Island**

**Members Present:** Paul LaMond, Chair; Steve Arendt, Vice-Chair; Ellrony Williams; Ernest Gibbons; Lucie-Anne Dionne-Thomas; Sally Gauch; Barbara VonVillas (Town Council liaison).

**Others Present:** Theresa Coish, Library Director; Candise Prewitt and Sue Connor.

**Member Absent:** None

**--Meeting called to order at 6:05 P.M. by Paul LaMond, Chair.**

**Disposition of Minutes:**

**--Minutes of October 16, 2012 meeting reviewed.**

**Motion to accept:** Arendt. **Second:** Gauch. **Unanimously carried.**

**Executive session:** None.

**Correspondence received: Thank you from Sen. Jack Reed for a RI library group reception held on Oct. 21, 2012 at the RISD library to recognize Sen. Reed's advocacy with respect to libraries. Thank you card was received from family of late Gerry Egan; thanks also from M.L. King Center for 54 non-perishable food items. On October 18, 2012, Champlin Foundation awarded grant to the library in the amount of \$17,850 for self-check in unit; check should arrive in mid-December. Aquidneck Island Adult Learning Center sent a thank you for use of the library on 9/19 by the ESL program.**

**Director's progress and financial report on library: Theresa Coish orally reviewed information provided in her Director's Report. Large success with post-Sandy clothing drive to benefit those who were impacted by the storm on Staten Island. Policy committee did not meet. Repairs will take place for sills of damaged window at a cost of \$3,000.**

**Motion to accept Director's Report: Arendt Second: Dionne-Thomas. Unanimously carried.**

**Appreciation letter to John Grisham for his service to the library since 2003 was signed by all members of Board of Trustees and will be signed by library director for herself and the staff before being forwarded to Mr. Grisham.**

**Discussion was held about Champlin grant to purchase self check-in**

units. Theresa will make a phone call to Champlin to see if we are authorized to buy 2 self-check-in units since cost of the individual units went down. Theresa will also look into the peripherals including technical support on site. Most important issue is to insure reliability of equipment even if it means paying a little more for the units. Also noted was that there is \$26,000 owed to Middletown Library for items that have been billed but not returned since 2000.

#### **Committee reports:**

--Budget Committee: Mr. Arendt handed documents produced as a result of Budget Committee meeting; adjustments the director would like to make were also handed out. Committee traditionally meets with town leadership about this time and Steve Arendt has sent a message to Shawn Brown and Lynne Dible about needing the town's input on line items and asking for a time to meet next week. Budget Committee and library director would like to insure in-kind services are accounted for appropriately.

**Motion to adopt FY 14 line items as recommended by committee.**

**Motion to accept: Gauch Second: LaMond Unanimously carried.**

**FY 2013 Budget revisions for current budget (discussion handout) which separate out true costs as opposed to lumping into a category.**

**Motion to adopt revisions to FY-13 as proposed and distributed.**

**Motion to accept: Gauch Second: LaMond Unanimously carried.**

**--Contract Negotiations: No report.**

**--Director's Evaluation: No report.**

**--Friends Liaison: On Dec. 14, 2012, there will be a fundraiser at Barnes and Noble for gift wrapping; library will obtain proceeds.**

**--Policy Review: No report. Website policy distributed at meeting; decision on adoption will be delayed to give a chance to board members to review.**

**Unfinished Business: None**

**New Business: None**

**Public presentation to or discussion with the Board:**

**--No one asked to address the Board during this portion of the meeting.**

**Announcements:**

**-The next regularly scheduled Board meeting will take place on Tuesday, December 18, 2012 at 6:00 P.M., at the Library.**

**--Motion to adjourn: Arendt. Second: Gauch. Unanimously carried.**

**Meeting adjourned at 8:25 P.M.**

**Respectfully submitted,**

**/s/**

**Lucie-Anne Dionne-Thomas**

**Secretary**